



## ONLINE CHILD CARE LICENSING APPLICATION

Child Care Licensing is pleased to announce you can now submit a new or renewal licensing application online through the Child Care and Early Education Portal\*. You may renew online up to 90 days prior to your license expiration date.

You will be required to first register as a User of the new system. IF RENEWING an existing license, you will be required to enter the KDHE Person or Organization ID provided by KDHE in the renewal packet as well as the facility's seven-digit License Number (including the leading zeros EX: 0056745). This information is unique to each owner.

Organizations (LLC, LLP, Corporation, etc.) have only one Organization ID, regardless of the number of facilities owned. The Organization ID Number provided must be used for registration in order to ensure you as the owner have access to all licensing facilities. Registration should be completed by an authorized representative, which will allow access to all information for any facility owned. The User Name and Password created to access the system on an ongoing basis should only be shared with authorized individuals to ensure all facility information is secure and protected and changes are only requested by those with the authority determined as appropriate by the owner. REMEMBER to save and secure the User Name and Password created for later use.

\*PLEASE NOTE: The portal will be unavailable from 12:30 PM to 12:45 PM daily for routine system maintenance.

\*\*\*\***IMPORTANT**\*\*\*\*

Completing the online application requires one of the following Microsoft Windows operating systems with corresponding internet browsers\*\*:

- ☐ Windows 7 - Internet Explorer 8 (IE8)
- ☐ Windows Vista - Internet Explorer 6 (IE6), Internet Explorer 7 (IE7), or Internet Explorer 8 (IE8)
- ☐ Windows XP - Internet Explorer 6 (IE6), Internet Explorer 7 (IE7), or Internet Explorer 8 (IE8)
- ☐ Windows XP Tablet - Internet Explorer 6 (IE6) or Internet Explorer 7 (IE7)

\*\*Windows Internet Explorer versions can be downloaded and/or updated for free at this site:

<http://windows.microsoft.com/en-US/internet-explorer/download-ie>.

### Tips for completing an online child care licensing application:

- New applications may take 60-90 days from the date of receipt to process.
- Register **only one** user per owner account, even if there are two owners
- The only accepted method of payment is a credit card (Visa, MasterCard, Discover, or American Express). A small convenience fee of 2.5% will be applied. The payment site is secure and provided by First Data.
- Your application will be submitted electronically to KDHE for processing once the payment has been approved.  
**Please note:** Once submitted, your online application will be processed by the Child Care Licensing Administrative staff in the order received. Your status will be updated once they have processed your application. You will be notified if additional information or clarification is needed.
- After submitting the application, you can log back in to the portal to review the status of your application. Click on "Pay KDHE Fee/View My Applications" link.
- Please view "**Online Renewal Application Instructions**" or "**Online Initial (New) Application Instructions**" for detailed instructions to Register as a User, submit a Renewal or Initial Application, Modify Affiliates, or print the Application Summary.